

FUEL CREDIT CARD REQUEST FORM

Use: This form will be used by Hidalgo County Purchasing Department to request a fuel card for County business only. The Requestor must be authorized to sign for the billing account number provided by the department.

Add Vehicle Card
 Add Driver Pin
 Delete/ Cancel Card
 Delete/Cancel Driver

Department:	Hidalgo County Constable Pct. 3		
Billing Address:	730 N. Brayfoyle Rd. Ste. B.		
Fuel Card Manager:	Raquel V. Cavazos		
Phone Number:	956-205-7031	County Email: Raquel.Cavazos@co.hidalgo.tx.us	
Web user Name:	CCAVAZOS	Password: ' '	
Hidalgo Co Acct Number:	9-1100-421-00-293-001-0-026		
Requested By:	Sign & Print Elected/Official Supervisor/Director Jesus Cruz (Chief Deputy)		

This person can not have use of the fuel card

On behalf of my department, I hereby request fuel cards for the following department vehicles. I understand that there will be one fuel card per requested vehicle. I understand that each card is to be used for the purpose of obtaining fuel for the designated Hidalgo County vehicle for which the card is issued.

For Purchasing Department Use Only

Approved by Commissioners Court On:	
Revised by Fuel Card Administrator:	
Cards Received by Dept on:	Date Returned/Cancelled:
Fuel Cards Received by Department:	

Sign & Print Authorized Elected Official/Supervisor/Director

Vehicle Plate No. (N/A = Non-vehicle)	Description (Vehicle or Non-vehicle Equip.)	VIN Number (N/A = Non-vehicle)	Purchasing Dept. Use Only Card Number

List all names of drivers who will fuel a Hidalgo County vehicle. Drivers who have not submitted their driver's information to Department of Budget Management Safety Division (DBM) will not be allowed a Pin number to fuel up. All Drivers must submit all proper documentation requested by DBM before driving a Hidalgo County vehicle.

User Name	DOB	User ID (6 digits)	DBM Use Only License Verification	Purchasing Dept. Use Only Training Date & Signed Fuel Policy
Don M. Brayles	10-22-1962	001031		